

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 376.01

SECTION 376: REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

1. Purpose. This form is used to request transfer of funds between appropriations, as prescribed by law. Upon approval by the Department of Budget and Finance, it serves as a transfer device.
2. Prepared By. Departments.
3. Frequency. As required.
4. Distribution.
 - (a) Copy #1 - To Budget & Finance; to originating department.
 - (b) Copy #2 - To Budget & Finance.
 - (c) Copy #3 - To Budget & Finance; to DAGS Accounting Division.
5. Central Accounting. DAGS Accounting Division uses copy #3 of this form to enter the appropriation transactions to the State's appropriation/allotment accounting records.

February 1, 1978

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SECTION 376: REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

ITEM NO.	DATA AND DATA INSTRUCTIONS
(A)	NOTE: Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These fields are keyed with the letter (A).
(1)	DEPT. NO. - Enter the department assigned number.
(2)	BF NO. - Leave blank. This number is assigned by the Department of Budget and Finance.
(3)	COMPTROLLER'S NO. - Leave blank. The six character Comptroller's number is assigned by DAGS Accounting Division.
(4)	DATE _____ 19__ - Enter the date the form is prepared.
(5)	DEPARTMENT _____ - Enter the name of the department requesting the transfer.
(6)	UNIFORM ACCOUNTING CODE - Enter the uniform accounting code applicable to the line entry.
(7)	OTHER INFORMATION - Enter the department optional data.
(8)	<u>AMOUNT</u> FROM - Enter the amount that is being transferred <u>from</u> an appropriation or fund.
(9)	<u>AMOUNT</u> TO - Enter the amount that is being transferred <u>to</u> an appropriation or fund.
(10)	EXPENDITURES TO END OF PREVIOUS MONTH - Enter the amount expended from the appropriation as of the end of the previous month.
(11)	REQUIREMENTS TO END OF FISCAL YEAR - Enter the estimated amount required for the remainder of the fiscal year.
(12)	TOTAL REQUIREMENTS FISCAL YEAR - Enter the sum of the amounts in Item (10) and (11).

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SECTION 376: REQUEST FOR TRANSFER OF FUNDS, SAFORM A-21

ITEM NO.	DATA AND DATA INSTRUCTIONS
⑬	ALLOCATION BEFORE
	TRANSFER - Enter the amount appropriated and not previously transferred.
⑭	TRANSFER - FROM
	+ TO - Enter the difference between the amounts shown in Items ⑫ and ⑬ .
	The transfer amount should equal the amount in Items ⑧ or ⑨ ,
	whichever is applicable.
⑮	ALLOCATION AFTER
	TRANSFER - Enter the amount in Item ⑬ after giving effect to the amount in
	Item ⑭ .
⑯	ENT - Enter the entry letter to identify each line entry. The entry letter should
	be assigned in alphabetical sequence starting with entry letter "A". There
	must not be a duplicate assignment of entry letters within this form.

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SECTION 376: KEYED TO INSTRUCTIONS FOR SAFORM A-21

STATE OF HAWAII																																													
REQUEST FOR TRANSFER OF FUNDS																																													
					Dept. No. 1																																								
					R.F. No. 2																																								
					Comptroller's No. 3																																								
TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE.					Date 4		19 5																																						
Request is hereby made for the approval of the following transfer of funds:																																													
DEPARTMENT 5					Head of Department A																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10">UNIFORM ACCOUNTING CODE</th> <th rowspan="2">OTHER INFORMATION</th> <th colspan="2">Amount</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>PERMANENT</th> <th>TRANSFERRABLE</th> </tr> </thead> <tbody> <tr> <td colspan="10" style="height: 150px; vertical-align: top;"> <div style="position: relative;"> 16 7 </div> </td> <td style="width: 15%; vertical-align: top;"> <div style="position: relative;"> 8 8 </div> </td> <td style="width: 15%; vertical-align: top;"> <div style="position: relative;"> 9 9 </div> </td> </tr> </tbody> </table>					UNIFORM ACCOUNTING CODE										OTHER INFORMATION	Amount		1	2	3	4	5	6	7	8	9	10	PERMANENT	TRANSFERRABLE	<div style="position: relative;"> 16 7 </div>										<div style="position: relative;"> 8 8 </div>	<div style="position: relative;"> 9 9 </div>				
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STATUS OF APPROPRIATION																																													
Expenditures to End of Previous Month		Requirements to End of Fiscal Year		Total Requirements Fiscal Year		Allocation Before Transfer		Transfer - From - To		Allocation After Transfer																																			
<div style="position: relative;"> 10 </div>		<div style="position: relative;"> 11 </div>		<div style="position: relative;"> 12 </div>		<div style="position: relative;"> 13 </div>		<div style="position: relative;"> 14 </div>		<div style="position: relative;"> 15 </div>																																			
RECOMMENDED FOR APPROVAL						APPROVED: DATE: A 19 5																																							
<div style="position: relative;"> A Date </div>		<div style="position: relative;"> A Chief, Budget Planning and Management </div>				<div style="position: relative;"> A Director of Finance </div>																																							
<p>INSTRUCTIONS: Prepare in triplicate, and submit all copies to Department of Budget and Finance. State fully the necessity for making this transfer on reverse side.</p> <p style="text-align: right;">STATE ACCOUNTING FORM A-21 JULY 1, 1973 (REVISED)</p>																																													

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